

**EASY ACCESS REQUEST FORM**

Today's Date: \_\_\_\_\_

Mail to: Edmonds Community College | Scheduling Office – MS EVPI | 20000 68th AV W | Lynnwood, WA 98036

Email scan to: scheduling@edcc.edu

Website: http://www.edcc.edu/scheduling

**ORGANIZATION/INDIVIDUAL INFORMATION**

Contact Name	Address
Company Name	Email address
Phone Number	Alternate Number
<input type="checkbox"/> For Profit Organization <input type="checkbox"/> Not for Profit Organization (Attach proof of non-profit status to this form)	

**EVENT INFORMATION**
**Event Title / Description of Activity**


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**Estimated Number of Attendees** \_\_\_\_\_

**EVENT TYPE**

(Meeting, Festival, Recruiting, Testing, etc.)

**Dates Requested** \_\_\_\_\_

Requested Date(s) Circle    M   T   W   Th   F   Sa   Su

**ADDITIONAL EVENT INFORMATION**

Children on campus? Yes    No	Food or Drink Served?* Yes    No	College computer usage? Yes    No (if yes, fee applies)	Guest logon? Yes    No
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\*Catering: 425-640-1305. Edmonds Community College retains the right to prepare and serve all food and beverages on campus.

**SPACE REQUIREMENTS**

Room Type: (Classroom or Conference Room)	Number of Rooms	Capacity Needed	Set up Time (if needed)	Actual Event Time	Tear Down Time (if needed)
Ex. Classroom	1	25	15 mins	2:00 – 4:00 pm	15 mins

Additional Notes:

25Live Ref Number: \_\_\_\_\_

**AGREEMENT TO INDEMNIFY**

The following agreement is hereby entered into by and between the person, corporation, entity or organization identified on the reverse side, hereinafter referred to as "Organization," and Edmonds Community College, hereinafter referred to as the "College."

WHEREAS, the Organization wishes to rent and/or utilize certain facilities belonging to Edmonds Community College; and

WHEREAS, the College is willing to rent certain facilities to the Organization and/or permit the Organization to utilize certain facilities, *provided* the Organization agrees to indemnify the College against any injuries, damages or losses arising in connection with, or resulting from, the Organization's use of the College's facilities.

NOW, THEREFORE, in consideration of the mutual promises of the parties as set forth herein, the parties do hereby agree as follows:

1. The College agrees to permit the Organization to utilize the facilities belonging to the College indicated on the reverse side of this agreement. These facilities may be utilized by the Organization during the time periods set forth in the schedule.
2. The Organization agrees to indemnify the College against all liability, loss, cost, damage, or expense sustained or suffered by the College, including attorney's fees and other expenses of litigation resulting from, or arising in connection with, the utilization of facilities of the College by the Organization.
3. The Organization recognizes that it has no license or right to utilize facilities belonging to the College other than the facilities indicated in paragraph 1 above, and except in accordance with the use schedule set forth in paragraph 1. The Organization agrees, however, that if members, employees, agents, guests, licensees, or permittees of the Organization use facilities other than those set forth in the use schedule, the Organization's promises and obligations under this Agreement shall nonetheless be fully applicable, and the Organization will indemnify the College for losses, liabilities or damages to the College resulting from such use.
4. The Organization hereby and forever releases the College and its agents, employees or officers from all debts, claims, demands, and damages, actions and causes of action, whatsoever, which such Organization may now have, or may hereafter have, as a result of using the college facilities.
5. This Agreement shall become effective upon execution by both parties hereto.
6. This Agreement shall not be modified or amended except by written instrument by both parties hereto.
7. Any attachments included by the College pertaining to special consideration for use of facilities are considered part of this Agreement and binding to the user.
8. The Organization hereby acknowledges that it will be liable for any damages caused by its use of the facilities and agrees to pay the College for any damages incurred, plus an additional 25% for overhead costs, pursuant to this rental agreement.
9. If the services of the College's Security Office are needed during the time of this agreement, the Organization hereby agrees to pay the College for all costs incurred, plus an additional 25% for overhead costs.

*Signature of Requestor*  
EXTERNAL USERS ONLY

*Date*